



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D

Meeting Date: June 4, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Roberto Hidalgo, Human Resources Manager

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Item Title: Fiscal Year 2019-20 City Calendar

Recommended Action: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2019-20 City Calendar."

Summary: The City of Lemon Grove's Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off

Discussion: According to Section 6.15 C of the Personnel Policies Manual, if one of the holidays listed falls on a Saturday, or on a work day normally scheduled off, then floating holiday hours shall be credited as appropriate.

For several years, it has been the City's practice to take the floating holidays credited that fall on a Friday or Saturday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2019-20 City Calendar (Attachment B) for City Council approval.

The following holiday(s) conflict with scheduled days off during Fiscal Year 2019-20:

- Day after Thanksgiving (falls on a Friday)

The proposed calendar assigns the holiday(s) that conflict with scheduled days off as follows:

- November 29, 2019 (Day after Thanksgiving) apply to Monday, December 26, 2019.

- In accordance with the Personnel Rules and Regulations, employees are credited 1/2 day of holiday pay for paid time off on December 24, 2019 (Christmas Eve); employees will apply the remainder 1/2 day of floating holiday, credited from July 1st holiday accruals and use to offset the difference of paid time off.
- In accordance with the Personnel Rules and Regulations, employees are credited 1/2 day of holiday pay for paid time off on December 31, 2019 (New Year's Eve); employees will apply the remainder 1/2 day of floating holiday, credited from July 1st holiday accruals and use to offset the difference of paid time off.

This proposed calendar would result in City Hall being closed from Tuesday, December 24, 2019 through Wednesday, January 1, 2020. Employees will need to use their vacation time for Monday, December 30, 2019. If approved, the Fiscal Year 2019-20 City Calendar will be made available to all employees.

Environmental Review:

☒ Not subject to review

☐ Negative Declaration

☐ Categorical Exemption, Section |

☐ Mitigated Negative Declaration

Fiscal Impact:

None.

Public Notification:

None.

Staff Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2019-20 City Calendar.”

Attachments:

Attachment A – Resolution

Attachment B – FY 2019-20 City Calendar

RESOLUTION NO. 2019-
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ESTABLISHING THE
FISCAL YEAR 2019-2020 CITY CALENDAR

WHEREAS, the FY 2019-2020 City Calendar is hereby established; and

WHEREAS, City staff will adhere and comply with the proposed City-wide closure; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves the FY 2019-2020

PASSED AND ADOPTED on _____, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

FY 2019-20 City Calendar

Attachment B

July-19						
S	M	T	W	T	F	S
	1	2	3	H	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30	31			

August-19						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	31

September-19						
S	M	T	W	T	F	S
1	H	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	30					

October-19						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30	31		

November-19						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	H	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	H	H	30

December-19						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	1/2H	H	26	C	28
29	30	1/2H				

January-20						
S	M	T	W	T	F	S
			H	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	H	21	22	23	C	25
26	27	28	29	30	C	

February-20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	H	18	19	20	C	22
23	24	25	26	27	C	29

March-20						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	30	31				

April-20						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30		

May-20						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	H	26	27	28	C	30
31						

June-20						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30				